



THE REPUBLIC OF UGANDA

MARACHA DISTRICT SERVICE COMMISSION
P.O BOX 1, MARACHA

EXTERNAL ADVERT NO. 1/2024-VACANCIES

Applications are invited from suitably qualified Ugandans to fill the vacant posts that exist in Maracha District Local Government as listed below;

Applications should be submitted in triplicate on PSC Form 3 (Revised 2008) and ESC Form 3 (Revised 1998) NOT later than Four weeks (**NOVEMBER 14, 2024**) to the **SECRETARY DISTRICT SERVICE COMMISSION P.O BOX 1, MARACHA.**

Application forms are obtained from Public Service Commission and Education Service Commission website, Secretaries District Service Commission Country Wide & All Photocopying points within Maracha and must be filled in the applicants' own hand writing with three (3) current passport size photographs attached.

Applications should bear the Title and Reference Number of the post applied for.

Photocopy of National Identity cards, summary forms, certified photocopies of Academic Certificates, Transcripts, Teachers must attach registration certificate, Health workers must attach valid practicing license For detailed information please refer to the job descriptions and specifications for Local Government 2011 and 2017, Ministry of Public Service Website at www.publicservice.go.ug, Education Service Commission Website and all District Service Commission Offices Country wide.

DEPARTMENT	POST/JOB TITLE	SALARY SCALE	REFERENCE NO.	NO. OF VACANCIES
ADMINISTRATION	PARISH CHIEF	U5	MAR/DSC/01/2024	03
	TOWN AGENT	U5	MAR/DSC/02/2024	01
EDUCATION	DISTRICT EDUCATION OFFICER (RE-ADVERTISED)	U1E	MAR/DSC/03/2024	01
	DEPUTY HEAD TEACHER	U5	MAR/DSC/04/2024	08
	SENIOR EDUCATION ASSISTANT	U6	MAR/DSC/05/2024	05
	EDUCATION ASSISTANT II	U7	MAR/DSC/06/2024	27
FINANCE	SENIOR TREASURER	U3	MAR/DSC/07/2024	01
HEALTH	ENROLLED MIDWIFE	U7 Med	MAR/DSC/08/2024	02
	ENROLLED NURSE	U7 Med	MAR/DSC/09/2024	03
	PORTER	U8	MAR/DSC/10/2024	02
	ASKARI	U8	MAR/DSC/11/2024	02

SECRETARY, DISTRICT SERVICE COMMISSION

N.B. JOBS ARE NOT FOR SALE. ANY APPLICANT WHO INVOLVES HIMSELF OR HERSELF IN ANY CORRUPTION FORM WILL BE OUTRIGHTLY DISQUALIFIED

Job Title : **Parish Chief**
Salary Scale : **U5**
Reports to : **Senior Assistant Secretary/Sub County Chief**

Job Purpose

To carry out the overall administration and management of a Parish Unit in the Local Government.

Key Functions

- i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ii. Collecting and accounting for Local revenue in the Parish;
- iii. Preparing work plans and budgets for the operations of the Parish;
- iv. Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programs and projects;
- vi. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- vii. Undertaking duties of Secretariat to the Parish Council;
- viii. Managing and monitoring Local Government projects implemented in the Parish;
- ix. Coordinating the maintenance of law and order in a parish;

Person Specifications

(i) Qualifications

- Diploma in Public Administration and Management, Social Work and Social Administration, Development studies or Business Administration.

(ii) Competences:

(a) Technical

- Planning, organizing and coordinating;
- Records management;
- Mobilization skills.
- Public relations and customer care;
- Communicating effectively.

(b) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Networking.

Job Title : **Town Agent**
Salary Scale : **U5**
Reports to : **Assistant Town Clerk**

Job Purpose

To carry out the overall administration and management of the ward of the urban Local Government

Key Functions

- i. Mobilizing the population in the ward to meet their civic obligations;
- ii. Collecting and assessing Taxes and Property rates;
- iii. Maintaining law and order in the Ward;
- iv. Registering all businesses in the Ward;
- v. Arbitrating in simple civil disputes;
- vi. Enforcing population adherence to council policy on hygiene, sanitation and development.
- vii. Performing duties as secretary to the ward;

Person Specifications

(i) Qualifications

- Diploma in Public Administration and Management or Social work and Social Administration, Development studies and Business Administration.

(ii) Competences

(a) Technical

- Planning, organizing and coordinating
- Running effective meetings;
- Communicating effectively;
- Public relations and customer care;
- Self-control and stress management;

(b) Behavioral

- Mobilization skills
- Concern for quality and standards
- Networking.

EDUCATION AND SPORTS

Job Title	:	District Education Officer
Salary Scale	:	U1 E
Reports to	:	Chief Administrative Officer
Responsible for	:	Principal Education Officer Principal Inspector of Schools Sports Officer

Job Purpose

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programmes in the District.

Key Outputs

- i. Education laws, policies and regulations implemented;
- ii. Approved education and development plans, strategies, and council decisions implemented;
- iii. Technical advice on education and sports provided;
- iv. Schools inspection coordinated;
- v. Teachers' training/upgrading programmes organized and facilitated;
- vi. Schools inspection and sports programmes coordinated;
- vii. Educational activities in the district coordinated;
- viii. Educational curricular, examinations and sports events monitored and supervised; and
- ix. Updated teachers' personnel data bank maintained.

Key Functions

- i. Implementing Education laws, policies and regulations;
- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and Facilitating teachers' training programmes;
- v. Coordinating school inspection and sports programmes; and
- vi. Maintaining an updated teachers' personnel data bank.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelors Degree in Education from a recognized University or Institution.
- Either a Masters Degree in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

(ii) Experience

At least nine (9) years working experience, three of which must have been in management of an educational Institution or gained from professional experience in a managerial capacity at the level of Principal Education Officer.

(iii) Competences

- Planning, organizing, and coordinating;
- Human resource management;
- Managing employee performance;
- Knowledge management;
- Accountability;
- Communication;
- Concern for quality and standards
- Time management.

Job Title	-	Deputy Head Teacher
Reports to	-	Head Teacher
Salary Scale	-	U5

Job Purpose

To direct, monitor and evaluate academic administration programs.

Duties and Responsibilities

- i. To prepare schemes of work/lesson plans and teach students according to the set timetable;
- ii. To assist the Head teacher in the overall administration and management of the school;
- iii. To supervise the non-teaching and support staff;
- iv. To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- v. To enforce discipline in the school;
- vi. To organize and assist in the management and implementation of the curriculum;
- vii. To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- viii. To act as the minute secretary of the Management Committee;
- ix. To co-ordinate periodic reviews of the school curriculum;
- x. To ensure integrity of internal and external exams administration and supervision;
- xi. To prepare the academic plans, programmes and schedules (time table) of the school; and
- xii. To participate in the implementation of the Education Sector reforms related to primary education.

Person Specification:**(i) Qualification**

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession

- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co curricular activities etc.

(ii) Competencies

- Guidance and counseling;
- skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

Job Title	-	Senior Education Assistant
Reports to	-	Principal Education Assistant
Salary Scale	-	U6

Job Purpose

To plan, teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

Duties and Responsibilities

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- ii. To conduct lessons and remedial work according to the set timetable.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils performance.
- v. To develop and improve on learning aids/ material
- vi. To carry out child studies and keep a profile for each pupil in the class
- vii. To guide and counsel pupils.
- viii. To participate in class and departmental meetings.
- ix. To serve as teacher on duty.
- x. To participate in co - curricula activities and link the school to the community.
- xi. To participate in the self assessment and appraisal of the Education Assistants.

Person Specification:**(i) Qualifications:**

- Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching experience in the primary sector
- Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

(ii) Competencies:

- Guidance and counseling skills,
- Pedagogical skills,
- Psychological skills,
- Child development skills,
- Good communication and interpersonal skills,
- Computer Literacy Skills, Record keeping,
- Environment and Primary Healthcare,
- Safety and Precautionary measures, and
- Support for Special Needs students.

Job Title	-	Education Assistant
Reports to	-	Senior Education Assistant
Salary Scale	-	U7

Job Purpose

To teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

Duties and Responsibilities

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- ii. To conduct lessons and remedial work according to the set timetable.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils performance.
- v. To prepare and select appropriate learning aids/materials for classroom teaching.
- vi. To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
- vii. To guide and counsel pupils.
- viii. To participate in class meetings.
- ix. To serve as classroom teacher.
- x. To participate in co - curricula activities and community activities.
- xi. To conduct any other duties assigned that are related to the profession.

Person Specification:**(i) Qualifications:**

- Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- Registered with the Ministry of Education and Sports

(ii) Competencies:

- Guidance and counseling skills,
- Pedagogical skills,
- Psychological skills,
- Child development skills,
- Computer Literacy,
- Record keeping,
- Good communication and interpersonal skills,
- Environment and Primary Healthcare,
- Safety and Precautionary measures, and
- Support for Special Needs students.

Job Title	:	Senior Treasurer/Senior Accountant (Urban Council)
Salary Scale	:	U3
Reports to	:	Principal Treasurer
Responsible for	:	Accountant

Job Purpose

To provide routine financial management and accounting services in the Urban Council.

Key Outputs

- i. Control of main and subsidiary accounts managed and maintained;
- ii. Revenue collection in the Urban Council Supervised and expenditure controlled;
- iii. Financial documents and payments verified to avoid forgeries and fraud;
- iv. Periodic financial statements and reconciliation prepared;
- v. Expenditure estimates for the Council Prepared;
- vi. Technical support on financial matters to the Council provided; and
- vii. Accounts staff guided and supervised.

Key Functions

- i. Maintaining control of main and subsidiary accounts;
- ii. Supervising and controlling revenue collection and expenditure;
- iii. Verifying financial documents and payments to avoid forgeries and fraud;
- iv. Preparing periodic financial statements and reconciliation;
- v. Preparing expenditure estimates for the Council;
- vi. Providing technical support to the Council on financial matters; and
- vii. Guiding and supervising Accounts staff.

Person Specifications**(i) Qualifications**

- EITHER : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration

(Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

(ii) Experience

- At least 3 years of relevant working experience as Treasurer/Accountant or Finance Officer in public or a reputable organization.

(iii) Competences

- Financial Management;
- Concern for quality and standards;
- Accountability;
- Ethics and Integrity;
- Communication; and
- Time management.

Job Title	:	Enrolled Midwife
Salary Scale	:	U7
Reports To	:	Nursing Officer (Midwifery)
Responsible For	:	Nursing Assistant, Nursing Trainees and Support Staff

Job Purpose

To provide day to day midwifery nursing care service to patients

Key Outputs

- i. Patients received, admissions, discharges and deaths registered;
- ii. Patients prepared for meals;
- iii. Care during labour provided;
- iv. Care during puerperium provided;
- v. Mothers sensitized about benefits of breast feeding and recommended diet;
- vi. Clean and health environment maintained;
- vii. Bedside nursing procedures carried out;
- viii. Daily ward reports compiled and submitted;
- ix. Ante-natal care carried out; and
- x. Doctors and Clinical Officers' ward rounds carried out.

Key Functions

- i. Receiving patients, registering admissions, discharges and deaths;
- ii. Providing care during labour with emphasis on keeping proper records, use of drugs and prevention of complications to mother and baby;
- iii. Providing care during puerperium with emphasis on prevention of infection;
- iv. Sensitizing mothers about benefits of breast feeding and recommended diet;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Participating in Doctors/Clinical officers ward rounds;
- vii. Observing and compiling daily ward reports for the attention of the relevant authorities;

- viii. Preparing patients for meals and participate in serving them;
- ix. Maintain a clean and healthy environment for the patients; and
- x. Carrying out Ante-natal care.

Person Specifications

i) Qualifications

- Must have an Enrolled Midwifery Certificate from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

ii) Competencies

- Guidance and counseling;
- Concern for quality and standards;
- Ethics and integrity;
- Self control and Stress management; and
- Time management.

Job Title	:	Enrolled Nurse
Salary Scale	:	U7
Reports To	:	Nursing Officer
Responsible For	:	Nursing Assistant and Support Staff

Job Purpose

To provide quality nursing services to patients and participate in implementing public health interventions in the community.

Key Outputs

- i. Patients received, registered and prepared for diagnosis;
- ii. Quality nursing care and treatment provided to patients;
- iii. Proper records about the patients kept;
- iv. Bedside nursing procedures carried out;
- v. Patients prepared for meals and served;
- vi. A clean and healthy environment maintained;
- vii. Staff supervised and appraised;
- viii. Patients and their attendants sensitized; and
- ix. Daily nursing care service activity reports compiled and submitted.

Key Functions

- i. Receiving, registering and preparing patients for diagnosis;
- ii. Providing quality nursing care and treatment to patients;
- iii. Observing and keeping proper records about the patients;
- iv. Participating in Doctors/Clinical Officers Ward rounds;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Preparing patients for meals and participate in serving them;
- vii. Maintaining a clean and healthy environment for the patients;
- viii. Supervising and appraising Nursing Assistants and support staff;

- ix. Sensitizing patients and their attendants about basic health care practices; and
- x. Compiling and submitting daily nursing care service activity reports.

Person Specifications

(i) Qualifications

- Must have Enrolled Nursing Certificate from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

(ii) Competences

- Guidance and counseling;
- Concern for quality and standards of nursing care;
- Ethics and integrity; and
- Time management.

Job Title : Porter
Salary Scale : U8
Reports to : Office Superintendent

Job Purpose

To provide a clean environment within the organization.

Key Outputs

- i. Clean environment maintained.
- ii. Compound cleaned.

Key Functions

- i. Cleaning the office environment
- ii. Cleaning the compound.

Person Specifications**(i) Qualifications**

- O' Level Certificate

(ii) Competences

- Accountability;
- Ethics and integrity; and
- Time Management.

Job Title : **Askari**
Salary Scale : **U8**
Reports to : **Office Superintendent**

Job Purpose

To provide security services to the organization.

Key Outputs

- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;
- v. Premises patrolled to ensure maximum security;
- vi. Security of government vehicles ensured; and
- vii. Security at important entry points kept.

Key Functions

- i. Checking and properly locking premises at the close of the day;
- ii. Apprehending and questioning suspects for proper identification;
- iii. Directing visitors to the reception for more information;
- iv. Reporting theft cases and preparing reports to the authorities;
- v. Patrolling premises to ensure maximum security;
- vi. Maintaining security of government vehicles; and
- vii. Keeping security at important entry points.

Person Specifications**(i) Qualifications**

O' Level Certificate with a training in Security.

(ii) Competences

- Security Planning and organizing
- Accountability;
- self confidence;
- Ethics and integrity;
- Communication;
- Public relations and customer care;
- Time Management; and
- Ability to speak Swahili.